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CITY OF BURLINGTON, VERMONT  
OFFICE OF  
THE CITY ATTORNEY  
AND  
CORPORATION COUNSEL

January 30, 2019

**VIA ELECTRONIC MAIL ONLY**

Brian Waters  
67469-24542743@requests.muckrock.com

Re: Public Records Request

Dear Brian,

The City of Burlington is in receipt of your January 25, 2019 public records request seeking "demographic data for the Burlington Police Department. For each current officer, please be sure to include at least the following fields: name, race, gender, date or year of birth." You also requested that the information be "provided in a machine-readable format such as an excel spreadsheet."

The Public Records Act requires the City to provide a response to requests not more than three business days of receiving such a request. 1 V.S.A. § 318(a)(1). However, the Public Records Act also allows the City to extend the time for responding to a request when such request requires searching and collecting records from other departments that are separate from the office processing the request. 1 V.S.A. § 318(b)(5)(A).

You are seeking records which will require search and collection from both the Burlington Police Department and the City Department of Human Resources. Additionally, given that your request involves employee personal information, any responsive documents will require examination by the City Attorney's Office. Therefore, the City must invoke its right to extend the deadline for responding to your request pursuant to 1 V.S.A. 318(b)(5). The City expects to be able to respond to your request no later than February 8, 2019, which falls within the time period permitted in 1 V.S.A. § 318(b)(5).

Sincerely,

Nicholas J. Lopez  
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Office of City Attorney & Corporate Counsel  
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